

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Fac)		Initials	Date
1. <i>EO/DNA</i>		<i>[Signature]</i>	2 SEP 1983
2.			
3.			
4. <i>George</i>		6 SEP 1983	<i>[Signature]</i>
5. <i>Registry</i>			
Action	File	Note and Return	
Approval	For Clearance	For Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Continuation	Justify		

REMARKS

**DD/A REGISTRY**  
**FILE: 1-1**

**DO NOT use this form as a RECORD of approvals, concurrences, disposes, dismissions, and similar actions.**

FROM: (Name, org. symbol, Agency/Fac)	Room No.—Bldg.
	Phone No.

9441-102

★ GPO : 1981 O - 261-529 (148)

Standard Form 43 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.606

# EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDG				
8	DDSET				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AD/DCI				
19	C/FPD/OIS				
20					
21					
22					
		SUSPENSE _____			

Remarks:

Executive Secretary

9/2/83

Date

THE WHITE HOUSE  
WASHINGTON

August 30, 1983

Executive Registry  
83-4331

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Field Structure Reform

During the past two and a half years this Administration has made a number of changes in the organization, programs and regulatory activities of the Federal government. Through block grants and decreased imposition of regulations on State and local governments we have lessened the Federal role in programs which have been traditionally administered by other levels of government. In addition, we have decreased the regulatory burden on the private sector.

The successful completion of these changes should dramatically reduce the need for personnel and organizational elements in departmental and agency field structures and, in turn, require less administrative and supervisory functions at headquarters.

Accordingly, you are hereby directed to immediately assess your organization's field structure and to implement changes to streamline field programs, administrative support activities, and, as appropriate, your headquarters staff. This effort will continue to be reviewed by the Working Group on Federal Field Structure Reform under the direction of the Cabinet Council on Management and Administration.

The following objectives and guidelines should govern the planning and reductions in your field structure:

- 1) Elimination of duplication and redundancy in the delivery of necessary program services.
- 2) Elimination of unnecessary overhead and layers of management via the consolidation of administrative support functions.
- 3) Maximum efficient use of existing personnel and property resources.

83-4093

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- 4) Delivery of services, wherever possible, solely by State and local governments without Federal government intervention.
- 5) Elimination of regional, area and local offices where primary contact is directly between State/local governments and the headquarters of your department or agency.

*Ronald Reagan*